

Boone County Area Plan Commission

Concept Plan

APPLICATION PROCEDURES:

STEP ONE: PRE-APPLICATION

Before filing an application, it is recommended that the applicant meet with the Executive Director of the Area Plan Commission at least one week prior to the anticipated application submission to discuss the proposed request and to become more familiar with the applicable requirements. At this time, the Executive Director will determine approximately how long the review process will take before the application can be heard by the APC and placed on its agenda. The anticipated agenda date will be used in all public notice requirements. Call (765) 482-3821 to schedule a meeting.

STEP TWO: APPLICATION

1. A complete Concept Plan Application and all required Attachments are to be submitted by 4:00pm of the posted deadline date, as shown on the Area Plan Commission Application Schedule (see page 4). Please submit the application, attachments, and associated fees to the Area Plan Commission Office, 116 Washington Street, Room 101, Lebanon, Indiana. The APC Staff shall determine whether the application is complete. If the application is not complete, the applicant will be notified of the deficiencies. Applications submitted or completed after the posted deadline date will be placed on the next month's application cycle.
2. The items below are required in order to complete your application and shall be submitted when your application is filed. **PLEASE FOLD ALL PLANS AND MAPS SUBMITTED.**

☐ Application Form

- All items must be completed fully and either typewritten or printed in ink.
- The application must be signed by the applicants and notarized.

☐ Application Fee

- \$200
- Checks are to be made payable to the Boone County Treasurer.

☐ Site Analysis Map

- Site Analysis Map. This shall be at a scale of 50' = 1".
- Plan prepared by a Registered Land Surveyor including a matching legal description.
- 2 copies of the site analysis map at full size.
- 10 copies of the site analysis map not exceeding 11" x 17" in size.

☐ Site Development Map

- Site Development Map. This shall be at a scale of 50' = 1".
- Plan prepared by a Registered Land Surveyor.
- 2 copies of the site development map at full size.
- 10 copies of the site development map not exceeding 11" x 17" in size.

☐ Aerial Location Map

- Aerial map can be obtained from the Boone County Surveyor's Office, 116 Washington Street, Room 102, Lebanon, Indiana. (765) 483-4444.
- Draw property lines of the site plan on the map.
- 10 copies of the site development map not exceeding 11" x 17" in size.

☐ **Attachment A: Affidavit of Ownership** (submit only if the applicant is not the property owner)

PUBLIC NOTICE PROCEDURES:

☐ Newspaper Advertisement

- Complete **Form: Notice of Public Hearing for Newspaper.**
- Publish the completed form in either the Lebanon Reporter or the Zionsville Times Sentinel at least 15 days prior to the APC meeting according to the Application Schedule (see page 4.)
 - Lebanon Reporter - daily publication. (765) 482-4650. Legal notices are due by 12:00 noon five days in advance of the desired publication date.
 - Zionsville Times Sentinel - Wednesday only publication. (317) 873-6397. Legal notices are due by 5:00pm on the Friday before the Wednesday publication.
- Submit proof of your newspaper advertisement to the Area Plan Commission Office according to the Application Schedule (see page 4.)
- Failure to submit proof of advertisement after the posted deadline will automatically table the application's hearing until the next meeting of the APC.

☐ Surrounding Property Owner Notification

- The next business day following the filing deadline, staff will contact you with the names and addresses of all property owners within 660 feet of the subject property.
- Complete **Form: Notice of Public Hearing for Surrounding Property Owners.**
- Mail a Certified Letter (return receipts and green cards) to each of the listed property owners at least 25 days prior to the APC meeting according to the Application Schedule (see page 4.) Include the form and its necessary attachments.
 - Staff can prepare the copies of the letters for a fee of \$0.10 per page. Necessary postage and timely mailing are the responsibility of the applicant.
- If your property borders or comes close to the Boone County line, it is your responsibility to locate properties within the 660-foot radius that fall outside of the county and their corresponding owners. Contact numbers for this information are as follows:
 - Hamilton County (317) 776-9624
 - Clinton County (765) 669-6330
 - Montgomery County (765) 364-6400
 - Hendricks County (317) 746-9300
 - Marion County (317) 327-3001.
- Submit proof of property owner notification (green cards and/or return receipts) to the Area Plan commission Office according the Application Schedule (see page 4.)
- Failure to submit proof of notice after the posted deadline will automatically table the application's hearing until the next meeting of the APC.

TECHNICAL ADVISORY COMMITTEE

The Technical Advisory Committee (TAC) reviews the technical aspects of the proposal and will meet to discuss your proposal in the APC Office according to the Application Schedule (see page 4). APC Staff will contact you with an appointment time. The TAC generally includes APC Staff, Surveyor, Board of Health, NRCS, applicable Engineer, applicable Public Utility, applicable Executive Officer of affected Town or City, applicable Highway Department, applicable School Superintendent, and applicable Safety Services. You or a designated

representative with technical information regarding your submittal should attend. In some instances, additional information is required by the TAC in order to make a technical review of your application. This information must be submitted by the last day to submit information for the Staff Report according to the Application Schedule (see page 4).

STAFF REPORT AND AGENDA

After a thorough examination of information in the public record and findings from additional research, staff shall release the Staff Report and Agenda providing analysis of each agenda item. Such report shall be released along with the agenda 10 days prior to the hearing according to the Application Schedule (see page 4.) All additional documents to be studied and considered by staff for use in the Staff Report should be submitted no less than 15 days prior to the hearing according to the Application Schedule (see page 4.) Any interested party may provide support documentation to be delivered to the APC members along with the Staff Report. To do so, the party must provide 10 copies of each document, which should be submitted no less than 15 days prior to the hearing according to the Application Schedule (see page 4.)

APC Hearing Guidelines

Area Plan Commission

The APC shall follow their adopted Rules of Procedure for the hearing, a copy of which is available at the APC office. Public hearings of the APC are generally held the first Wednesday of each month at 7:00 p.m. at the Boone County Office Building Meeting Room, 116 Washington Street, Lebanon, Indiana. Always check with the APC office to verify the exact meeting date, place, and time should a conflict occur.

When your request comes up on the agenda, you will be asked to present your request to the Commission. You may employ an attorney for this purpose or do it yourself. You may use any maps or graphics that will assist in the presentation. If the Commission members need additional information, they will ask questions regarding your request. The Commission will make comments and suggestions. While no official action shall be taken, the APC shall mandate impact assessments to be performed prior to application for Primary Plat or Development Plan.

AREA PLAN COMMISSION APPLICATION SCHEDULE -- 2016

The following table depicts the deadlines for petitions before the APC. Deviations from this schedule are not permitted without approval from the Commission. Public hearings of the APC are generally held at 7:00 p.m. at the Boone County Office Building Meeting Room, 116 Washington Street, Lebanon, Indiana. Always check with the APC office to verify the exact meeting date, place, and time should a conflict occur.

APC Schedule 2016							
Filing deadline	TAC 8:30 am	Absolute last day to submit info requested at TAC for review to be in staff report	Last day for public notice to be published	Agenda & Staff Report published	Last day to submit info to the file (not to be in staff report)	Last day to submit proof of notification	Public Hearing
25-Nov-15	9-Dec-15	15-Dec-15	18-Dec-15	*28-Dec-15	*28-Dec-15	*30-Dec-15	6-Jan-16
23-Dec-15	6-Jan-16	13-Jan-16	16-Jan-16	25-Jan-16	25-Jan-16	29-Jan-16	3-Feb-16
22-Jan-16	3-Feb-16	10-Feb-16	12-Feb-16	23-Feb-16	23-Feb-16	26-Feb-16	2-Mar-16
26-Feb-16	9-Mar-16	16-Mar-16	23-Mar-16	29-Mar-16	29-Mar-16	1-Apr-16	13-Apr-16
24-Mar-16	6-Apr-16	13-Apr-16	15-Apr-16	26-Apr-16	29-Apr-16	29-Apr-16	4-May-16
22-Apr-16	4-May-16	11-May-16	13-May-16	24-May-16	27-May-16	27-May-16	1-Jun-16
27-May-16	8-Jun-16	15-Jun-16	17-Jun-16	28-Jun-16	1-Jul-16	1-Jul-16	*6-Jul-16
24-Jun-16	6-Jul-16	13-Jul-16	15-Jul-16	26-Jul-16	29-Jul-16	29-Jul-16	3-Aug-16
22-Jul-16	3-Aug-16	10-Aug-16	12-Aug-16	30-Aug-16	2-Sep-16	2-Sep-16	7-Sep-16
26-Aug-16	7-Sep-16	14-Sep-16	16-Sep-16	27-Sep-16	30-Sep-16	30-Sep-16	5-Oct-16
23-Sep-16	5-Oct-16	12-Oct-16	14-Oct-16	25-Oct-16	28-Oct-16	28-Oct-16	2-Nov-16
28-Oct-16	9-Nov-16	16-Nov-16	18-Nov-16	29-Nov-16	2-Dec-16	2-Dec-16	7-Dec-16
*28-Nov-16	7-Dec-16	14-Dec-16	16-Dec-16	27-Dec-16	28-Dec-16	28-Dec-16	4-Jan-17
*12/21/2016	4-Jan-17	11-Jan-17	13-Jan-17	24-Jan-17	26-Jan-17	26-Jan-17	1-Feb-17
*changed due to holidays							
** Article 5.2.3 Information to be delivered with the staff report should be submitted no less than fifteen (15) days prior to the meeting							
** Article 5.3 All parties shall be allowed to submit documents into public record up to no less than five (5) days prior to the meeting							
** APC Rules of Procedure states that the notice in the paper shall appear no less than fifteen (15) days prior to the public meeting							

Version Dated December 15, 2015

Boone County Area Plan Commission

116 Washington Street, Room 101

Lebanon, IN 46052

Phone (765) 482-3821 * Fax (765) 483-5241

www.boonecounty.in.gov/apc

Concept Plan Application

For Office Use Only: **FILE NUMBER**

_____-26-_____
 Year Twp File #

1. Petitioner(s)

Check one: ☐ owner ☐ agent ☐ lessee ☐ contract purchaser ☐ other _____

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

2. Property Owner(s)

If Applicant is not the Owner, attach completed Attachment A: Affidavit of Ownership

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

3. Applicant's Contact Person or Attorney and Project Engineer (if any)

Contact Person/ Attorney Name: _____

Project Engineer: _____

Address: _____

Address: _____

Phone Number: _____

Phone Number: _____

Fax Number: _____

Fax Number: _____

E-Mail Address: _____

E-Mail Address: _____

4. Site Information

If only part of a parcel is requested for the Zoning Amendment, then write "PART" after the Boone County Parcel Identification Number(s).

Boone County Parcel Identification Number(s): _____

Address: _____

General street location from the closest street intersection: _____

Township

Section

Twp

Range

Existing Use of the Property: _____

Area (acres or square feet): _____

Current Zoning: _____

Proposed Zoning: _____

Proposed Land Use as per Table 2 of the Zoning Ordinance: _____

Current Comprehensive Plan designation: _____

5. Detailed Description of Proposed Use

Type of Use:	
Number of Entrances/Exits:	Will site have sewer and water utilities?
Is road serving site paved?	Hours of Operation (if other than residential):
Briefly describe area traffic impact, if any:	
Types of vehicles utilizing site:	

6. Attachments to Include With Application

- | | |
|---|---|
| <input type="checkbox"/> Application Fee: \$200 | <input type="checkbox"/> Attachment A: Affidavit of Ownership (if applicable) |
| <input type="checkbox"/> Legal Description | |
| <input type="checkbox"/> Site Analysis Map (2 large, 12 small) | |
| <input type="checkbox"/> Site Development Map (2 large, 12 small) | |

The undersigned states the above information is true and correct as (s)he is informed and believes.

Signature(s) of Applicant(s):

Date:

Notary Statement

Sworn to and subscribed before me the

_____ day of _____, 20_____

Notary Public in and for the State of Indiana.

My commission expires: _____

Notary Public / Printed

Seal

For Office Use Only	
Date Filed:	Public Notice:
Date of APC Hearing:	
APC Comments:	

Boone County Area Plan Commission

Concept Plan Application

Attachment A: Affidavit of Ownership

If the owner(s) of the subject property are giving authorization for someone else to apply for the Zoning Amendment, this Attachment is to be completed and submitted at the time of application.

I (WE), _____, do hereby certify that I (We) am
(name(s) of owner(s) of subject property)

(are) the owner(s) of the property legally described as _____,
(Boone County Parcel Identification Number)

and hereby certify that I (We) have given authorization to _____, to
(Name of Petitioner and Representative (if any))

apply for the Zoning Amendment for My (Our) property.

Name of Owner(s):	Parcel Identification Number	Signature:	Date:

Notary Statement

Sworn to and subscribed before me the

_____ day of _____, 20_____

Notary Public in and for the State of Indiana.

My commission expires: _____

Notary Public / Printed

Seal